

Facilities Specialist

Position Summary: Serves as technical support to the Head of Facilities Management, responsible for problem-solving a broad range of issues related to buildings, grounds, and facility services. Duties include providing training and technical guidance to FM staff, troubleshooting, making repairs, consulting with and overseeing vendors for structural, electro-mechanical, automation, and finish issues. Assists with the implementation of capital improvement projects.

Duties and Responsibilities

1. Solves complex facility problems, identifies root causes, investigates possible solutions, troubleshoots and evaluates alternatives, consults with contractors, and recommends actions to bring issues to resolution.
2. Utilizes personal knowledge and experience with facilities problems to make repairs and offer guidance, direction and training to custodial and maintenance staff.
3. Assists Head of Facilities Management in planning, implementation, and control of capital improvement projects. Oversees project schedules and documentation, and manages resources.
4. Collaborates with internal customers and facilities staff to identify and resolve problems with building, grounds, building systems and electromechanical equipment and ensures strong communication links to all stakeholders.
5. Provides coordination and oversight of activities with contractors and vendors for planned maintenance programs.
6. Tracks and reports final conditions and specifications employed for each project.
7. Provides oversight and technical direction for facilities management staff as needed.
8. Provides day to day operational support of all facilities related initiatives.
9. Participates in departmental meetings, library-wide committees, and training opportunities.
10. Performs other related duties as assigned.

Minimum Qualifications

1. Associates degree or 2 year certificate in technical field related to building trades.
2. 5 yrs. of related experience in facility support roles including project management, engineering or other related experience.
3. Demonstrated expertise in commercial plumbing, electrical and mechanical systems.
4. Demonstrated expertise in HVAC system and other electromechanical systems (lighting, motors, etc.)
5. Demonstrated successful experience in building and/or remodeling project management. Must be able to read, analyze and interpret construction drawings and electrical schematics, technical procedures or building code regulations and have knowledge of building safety codes and safe workplace practices.
6. Thorough understanding and use of Auto CAD, computer aided drafting and design.
7. Previous supervisory experience and demonstrated ability to lead the work of others.
8. Demonstrated proficiency using Microsoft productivity software.
9. Ability to acquire and maintain Michigan chauffeurs license

Schedule 40 hours weekly.

Salary \$48,000 - \$62,500

Application Procedure

Interested applicants must submit a complete KPL Application for Employment, resume, and cover letter to include written responses to the following:

1. Briefly describe your method of troubleshooting problems with a piece of equipment or an electromechanical process.
2. Explain the criteria you use to determine when it is best to call in a contractor to help solve a problem or make a repair/alteration, rather than using internal staff.

Apply online at: www.kpl.gov/jobs/.

Deadline for applications is Tuesday, December 8, 2015